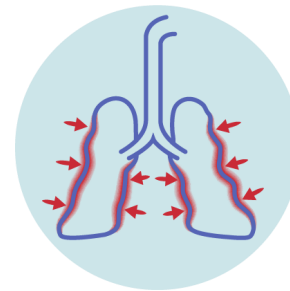


### Know How it Spreads

COVID-19 is thought to spread mainly through close personal contact in respiratory droplets from someone who is infected. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes; however, this is not thought to be the main way the virus spreads.

### Know the Common Symptoms

Symptoms and severity will vary by individual



- Cough - Shortness of breath or difficulty breathing

Or two or more of the following: - Repeated shaking with chills - Chills  
- Muscle pain - Fever - Sore throat - New loss of taste or smell - Headache

### **STAY HOME AND CONTACT YOUR SUPERVISOR IF:**



- You are experiencing symptoms of COVID-19 that are not related to seasonal allergies or other chronic conditions
- If you have had close personal contact with someone who has a confirmed case of COVID-19

### **STOP THE SPREAD OF GERMS**

- **Wash Hands frequently:** Wash your hands regularly with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer.
- **Respiratory Hygiene:** Cover your mouth and nose whenever you cough or sneeze. Dispose of any used tissue immediately.
- **Avoid touching eyes, nose, & mouth:** Hands touch many surfaces and can pick up viruses. Avoid touching your eyes, nose, and mouth where possible.
- **Disinfect common surfaces:** Maintain a regular schedule to clean and disinfect frequently touched objects and surfaces in the workplace (see cleaning protocols on page 3 of Preparedness Plan).



### **SOCIAL DISTANCING GUIDELINES**

- **Avoid Close Contact:** Keep 6 feet apart from others whenever possible. Do not congregate in work rooms, copier rooms, or other areas where people socialize. Stay in your specific work area and avoid unnecessary contact with other areas (offices, shop, etc.)
- **Entrances:** All visitors are currently restricted from entering Lumbermen's facilities - this includes anyone who is not a current Lumbermen's employee owner. Entrances should be clearly marked with instructions and should be locked from outside access where possible (see visitor protocol on page 6 and customer pick up protocol on page 13 of the Preparedness Plan).
- **Breakrooms:** Breakroom capacity should be limited to around 25% of normal capacity and breaks should be staggered when possible. Breakrooms should be configured to eliminate face-to-face seating. Office employees should eat lunch at their desk.
- **Meetings:** Avoid in-person meetings by using online conferencing, email, or phone calls when possible. Limit in-person travel between buildings or locations if possible.
- **Masks:** Cloth masks must be worn by employee owners in work situations where keeping a constant distancing of 6 feet is not possible.
- **Limit exposure outside of work:** Follow state and local guidelines to limit your exposure outside of work, thus minimizing any potential risks to fellow employee owners.



Please contact your immediate supervisor with any concerns or questions.